



## **Town of Arlington Select Board**

### **Meeting Agenda**

January 13, 2020

7:00 PM

Central School/Senior Center, Main Room, 20 Academy Street, Arlington, Massachusetts 02476

#### **THIS IS A JOINT MEETING OF THE SELECT BOARD AND REDEVELOPMENT BOARD**

1. Meeting called to order by Chair of Select Board and Chair of Arlington Redevelopment Board
2. Welcome and Introductions (Board and staff introductions)
3. Housing in Arlington overview and highlights of Town Manager/Director of Planning and Community Development presentations to each board and overview of community plans in progress
4. Proposed Board review of future Warrant Articles
5. Potential articles for Annual Town Meeting
  - a. Creation of a Municipal Affordable Housing Trust Fund - adoption of MGL c. 44 s. 55C
  - b. Real Estate Transfer Fee - Home Rule petition
6. Proposed Community Outreach Strategy for housing dialogue/recommendations moving forward
7. Public Comment
8. Future joint meeting dates
9. Adjourn



## **Town of Arlington, Massachusetts**

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**Meeting called to order by Chair of Select Board and Chair of Arlington Redevelopment Board**



## **Town of Arlington, Massachusetts**

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**Welcome and Introductions (Board and staff introductions)**



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## **Town of Arlington, Massachusetts**

**Housing in Arlington overview and highlights of Town Manager/Director of Planning and Community Development presentations to each board and overview of community plans in progress**



## Town of Arlington, Massachusetts

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### Proposed Board review of future Warrant Articles

#### ATTACHMENTS:

Type	File Name	Description
Reference	Agenda_Item_4_-	Memo from
Material	_Memo_regarding_proposed_warrant_article_review_process_for_SB_ARB_for_discussion.doc	J. Raitt



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE  
ARLINGTON, MASSACHUSETTS 02476  
TELEPHONE 781-316-3090

**MEMORANDUM**

Date: January 9, 2020

To: Members of the Select Board and Redevelopment Board and Select Board

From: Jennifer Raitt, Director, Planning and Community Development

cc: Adam Chapdelaine, Town Manager

RE: Proposed Warrant Article – Redevelopment and Select Board review process for discussion on January 13, 2020

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As part of our discussion on Monday, January 13, 2020, the Boards will discuss the review of Town Meeting warrant articles. We would like to establish a framework for those reviews. Identifying the steps for review and the communication between the Boards will also be important to communicate to the general public, warrant article proponents, and Town Boards, committees, and staff.

The following process is proposed for review of warrant articles by the Arlington Redevelopment Board and Select Board for Town Meeting. After warrant articles are filed with Town Counsel in January, the Chair of the Redevelopment Board, Chair of the Select Board, Town Manager, and Director of Planning and Community Development shall meet in February to discuss all articles as filed. This meeting will provide all attendees with an opportunity to discuss and recommend which articles their respective Boards will review. A review shall constitute an opportunity for the Boards to review, comment, and engage with the Article proponent during a regularly scheduled meeting. Board review will likely occur in late February through early April. Each Board will provide written comments on any Articles reviewed and votes taken by early April. If needed, the Boards may determine that it is appropriate to hold a joint meeting to further discuss articles prior to filing their respective reports to Town Meeting.

There are a number of items to consider as part of this process. The first important matter will be determining if the board discussions should be incorporated into and noticed as a public hearing or as a regular agenda item. The second matter for consideration would be how to reconcile comments from each board as part of a final review and set of recommendations. Lastly, the Boards may want to hold time for joint meetings during the course of Town Meeting warrant article review.

We look forward to this opportunity to discuss this proposed review structure, process, and timeline on Monday evening.



## **Town of Arlington, Massachusetts**

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### **Potential articles for Annual Town Meeting**

#### **Summary:**

- a. Creation of a Municipal Affordable Housing Trust Fund - adoption of MGL c. 44 s. 55C
- b. Real Estate Transfer Fee - Home Rule petition

#### **ATTACHMENTS:**

Type	File Name	Description
▢ Reference Material	Agenda_Item_5a_-_Draft_Municipal_Affordable_Housing_Trust_Bylaw_01-09-20.docx	Draft Bylaw Amendment

**ARTICLE \_\_\_\_ TOWN BYLAW AMENDMENT/ MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

"To see if the Town will accept Massachusetts General Laws c. 44 § 55C, to authorize the creation of a Municipal Affordable Housing Trust Fund to support the development of affordable housing in Arlington."

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**Section 1. Name of the Trust**

The Trust shall be called the "Arlington Affordable Housing Trust Fund."

**Section 2. Purpose**

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Arlington as defined by the Arlington Zoning Bylaw for the benefit of households earning at or below 80 percent area median income.

**Section 3. Board of Trustees**

- A. Composition. There shall be a Board of Trustees (Trustees) of the Arlington Affordable Housing Trust Fund composed of one ex officio non-voting member and seven voting members. The Town Manager or the Town Manager's designee shall serve as the ex officio member. The voting members shall include: a member of the Select Board (designated by the Select Board) and six members appointed by the Select Board. The voting members shall include residents with relevant experience in the fields of real estate, housing, banking, finance, law, architecture, social services, or other areas of expertise applicable to advancing the purpose and goals of the Trust.
- B. Appointment of Trustees. Trustees shall serve for a term of two years, except that two of the initial Trustee appointments shall be for a term of one year, and may be re-appointed at the discretion of the Select Board.
- C. Officers. The Trustees shall designate a chair, vice chair, treasurer, and clerk.
- D. Removal. A Trustee may be removed by the Select Board for cause following a hearing.
- E. Declaration of Trust. The Trustees are authorized to execute a Declaration of Trust and Certificate of Trust for the Arlington Affordable Housing Trust Fund, to be recorded with the Middlesex South Registry of Deeds and filed with the Middlesex South Registry District of the Land Court, following approval by the Select Board.
- F. Authority and Responsibilities.
  - 1) The powers of the Trustees, all of which shall be carried on in furtherance of the purposes set forth in G.L. c.44, §55C, and inclusive of any future amendments, and pursuant to the provisions of a Declaration of Trust to be approved by the Select Board, shall include the following:
    - a) To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other



property tendered to the Trust in connection with any ordinance or by-law or any general or special law or any other source, including money from chapter 44B; provided, however, that any such money received from chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided further, that at the end of each fiscal year, the Trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the Arlington Community Preservation Act Committee for inclusion in the community preservation initiatives report, form CP-3, to the Department of Revenue;

- b) To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- c) To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- d) To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- e) To employ advisors and agents, such as accountants, appraisers and lawyers as the Trustees deem necessary;
- f) To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- g) To apportion receipts and charges between incomes and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- h) To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- i) To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
- j) To carry property for accounting purposes other than acquisition date values;

- k) With Town Meeting approval, to borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral;
  - l) To make distributions or divisions of principal in kind;
  - m) To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Trustees may deem appropriate;
  - n) To manage or improve real property and to abandon any property which the Trustees determine not to be worth retaining;
  - o) To hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate; and
  - p) To extend the time for payment of any obligation to the Trust.
- 2) The powers and duties enumerated above are intended to encompass all powers and duties of the Trustees. Any action, power or duty not enumerated above shall require prior approval of the Select Board.

#### **Section 4. Acts of Trustees**

- A. A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees, with the exception that any purchase, sale, lease, exchange, transfer or conveyance of any interest in real property must be approved by at least two-thirds of the appointed Trustees.
- B. No Trustee shall be required to post bond.
- C. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.
- D. Any borrowing by the Trust shall require the prior approval of the Arlington Town Meeting, and may not exceed 80 percent of the Trust's total assets. Any debt incurred by the Trust shall not constitute a pledge of the full faith and credit of the Town of Arlington, and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the Town of Arlington, with an acknowledgement of said statement by the holder.

#### **Section 5. Funds Paid to the Trust**

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any zoning bylaw, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Trustees

within one year of the date they were appropriated into the Trust, remain Trust property set forth in G.L. c.44, §55C.

#### **Section 6. Meetings of the Trust**

The Trust shall meet at least quarterly at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, G.L. c. 39, §§ 23A, 23B and 23C. A quorum at any meeting shall be a majority of the Trustees qualified and present in person.

#### **Section 7. Custodian of Funds**

The Arlington Treasurer/Collector shall be the custodian of Trust's funds and shall maintain separate accounts and records for such funds. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust Fund. In accordance with G.L. c. 44, § 55C, the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices or take any other action relative thereto. Upon receipt of the audit by the Trustees, a copy shall be provided forthwith to the Select Board. The Trustee designated as treasurer shall also liaise with the custodian of the funds on a monthly basis.

#### **Section 8. Legal Status**

- A. The Trust is public employer and the Trustees are public employees for the purposes of G.L. c. 258.
- B. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for the purposes of G.L. c. 268A.
- C. The Trust is exempt from G.L. c. 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any subdivision thereto.
- D. The Trust is a governmental body for purposes of Sections 23A, 23B and 23C of G.L. c. 39.
- E. The Trust is a board of the Town for purposes of G.L. c. 30B and G.L. c. 40 § 15A but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the town shall be exempt from said Chapter 30B.

#### **Section 9. Duration of the Trust**

This Trust shall be of indefinite duration, until terminated in accordance with applicable law. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Select Board for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Select Board, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.



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## Town of Arlington, Massachusetts

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### Proposed Community Outreach Strategy for housing dialogue/recommendations moving forward

#### ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Agenda_Item_6_-_STM_2021_Engagement_Schedule_Revised_01-06-20.pdf	Reference

STM 2021 Engagment Schedule

Intent/notes	2020												2021	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
0 Engagement Awareness (Inform)														
0.1 Joint Select Board/ARB meeting in order to define the need and consider options as solutions	X													
0.2 Publicize summary document outlining all opportunities for input	X													
0.3 Design materials for phase 1	X													
1 Broad open engagement (interact)														
1.1 Open ended campaign to solicit residents opinions and ideas about housing in Arlington		X	X	X										
1.2 Community workshops / open houses			X	X										
1.3 Interdepartmental/committee engagement		X	X	X										
1.4 Town Survey	X	X	X	X										
1.5 Prep materials for phase 2				X										
Needs: facilitation guides, data, FAQ, engagement plan with meeting dates, presentations for community workshops														
2 Feedback / Comment Period														
2.1 Present what was heard in Phase 1 and the information we gathered back to the community / public meetings					X									
2.2 Survey / online comment box					X	X								
2.3 Postcard Campaign for soliciting input / feedback					X	X								
2.4 Finalize and promote engagement summary / what we heard in phase 2						X								
2.5 Interdepartmental/committee engagement					X	X								
Needs: presentation for public meetings, survey, comment cards, FAQ														
3 Policy development														
3.1 Develop recommendations for policy changes based on engagement and data							X	X	X	X	X			
3.2 Focused ARB / Select Board meetings depending on policy proposals							X	X	X	X	X			
3.3 Community workshops / open houses									X	X	X			
3.4 Interdepartmental/committee engagement							X	X	X	X	X			
4 Town Meeting Preparation														
4.1 Warrant Submission												X		
4.2 Select Board / ARB Hearings depending on the warrant article submissions												X	X	
4.3 Town Meeting (February 2021)														X



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## Town of Arlington, Massachusetts

**Public Comment**



## **Town of Arlington, Massachusetts**

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**Future joint meeting dates**



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## Town of Arlington, Massachusetts

**Adjourn**